



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **OFFICE TECHNICIAN (TYPING)**

**\$2,686 - \$3,362**

**INVESTIGATION DIVISION  
SACRAMENTO**

**RESPONSIBILITIES:** Under the supervision of the Senior Insurance Investigator, or his/her designee, the incumbent performs a variety of office support functions including but not limited to: composing and typing letters, memos, and various correspondence utilizing a personal computer; receives, reviews, processes, and researches Investigation Division referrals and data entry; process monthly attendance; maintains inventory; and a variety of other general clerical duties for the Investigation Division's Regional Office using a degree of independence and accepted office procedures to complete assigned tasks. The incumbent frequently has contact with the general public, licensees, and a variety of Departmental Personnel, both in-person and over the phone; provides direct support to the Division's regional intake unit; and other related duties as assigned.

***Background check and fingerprinting required.***

### **DESIRABLE QUALIFICATIONS:**

- Excellent computer skills and experience with Microsoft Office software (i.e. Word, Excel, Access);
- Ability to accurately type a minimum of 40 words per minute;
- Accurately perform highly detailed work independently;
- Ability to follow oral and written directions;
- Ability to handle multiple projects/assignments efficiently and in a timely manner.
- Ability to communicate effectively with staff and the public both orally and in writing;
- Excellent interpersonal skills and ability to work cooperatively with others;

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "OFFICE TECHNICIAN (TYPING), PSN # 413-143-1139-029" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL**

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### **DO NOT SUBMIT APPLICATIONS TO CALHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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**APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3309 or email [maria.fuentes@insurance.ca.gov](mailto:maria.fuentes@insurance.ca.gov)

**FINAL FILING DATE:** Friday, May 9, 2014 by 5 p.m. - Close of Business

**NOTE:** Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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